



HARTNELL COLLEGE

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| Position: Director of Maintenance and Operations | Position Number: |
| Department/Site: Administrative Services | FLSA: Exempt - Administrative (Classified Administrator) |
| Reports to: Executive Director of Facilities, Planning, and Construction Management or assigned administrator | Salary Range: VII |

DEFINITION

Under general direction, plans, organizes, manages, administers, coordinates, and directs the activities and operations of the District's facilities and grounds maintenance operations; assists in coordinating assigned activities with outside agencies and the public; provides complex and responsible support to the Executive Director of Facilities, Planning, and Construction Management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director of Facilities, Planning, and Construction Management. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification that is responsible for managing the daily activities and functions of the Facilities Maintenance Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Executive Director of Facilities, Planning, and Construction Management in a variety of areas. Successful performance of the work requires skill in coordinating departmental work. This class is distinguished from the Executive Director of Facilities, Planning, and Construction Management in that the latter has overall management responsibility for District-wide facilities, maintenance, and construction programs, services, and activities.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Plans, manages, and oversees the daily functions, operations, and activities of the preventative, scheduled, and responsive maintenance of all college facilities, utility systems, and equipment, including tasks in carpentry, electrical work, HVAC, plumbing, painting, landscaping, and general custodial and maintenance.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned unit; recommends, within District and unit policy, appropriate services, materials, equipment, and staffing levels and resources; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the assigned budget.
- Assists in the development of long-term District maintenance programs; advises senior and executive management on strategic facilities planning, facility use, and other matters; ensures the long-range facility plan remains consistent with goals, objectives, and the overall strategic plan of the District.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Executive Director of Facilities, Planning, and Construction Management.
- Oversees District procurement, warehousing, and distribution operations including materials stores, shipping and receiving, inventory management, and asset tracking.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Executive Director of Facilities, Planning, and Construction Management.

- Reviews or prepares plans and specifications for contract work; inspects work in progress and completed work of assigned employees and contractors to ensure maintenance of standards and compliance with codes and regulations; administers and coordinates maintenance contracts with outside firms; participates in the solicitation of bids and review of proposals.
- Maintains preventive maintenance schedules and records; schedules major facilities and grounds maintenance projects such as office alterations and major equipment overhauls; serves as a liaison with District departments to discuss facility needs.
- Researches new operational methods, techniques, and equipment and recommends their application.
- Ensures activities are carried out in a safe and efficient manner.
- Maintains and directs the maintenance of working and official files and program website.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director of Facilities, Planning, and Construction Management.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations; investigates legal claims against the District related to division activities and prepares reports of findings.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and program management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.

- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer support services programs, projects, and activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand and appropriately apply scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- A bachelor’s degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of administrative leadership experience appropriate to the assignment.
- Experience that includes fiscal management, or program planning, development, and administration, in a facilities/maintenance environment desirable.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver’s License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.